

Inquiry About Credit Limit Adjustment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of a credit limit adjustment on my account with [Company Name].

My account number is [Your Account Number]. I have been a customer for [length of time you have been with the company], and I have consistently made my payments on time. Given my current financial situation and my need for increased purchasing power, I would greatly appreciate your consideration of this request.

If additional information is required to assist in the review of my request, please let me know. I am looking forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]